



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON, DC 20374-5065

IN REPLY REFER TO
ACQ 021
28 Apr 00

MEMORANDUM FOR NAVFAC ACQUISITION PERSONNEL

Subj: REVISED CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM
(CPARS) GUIDE (00-17)

Ref: (a) NAVFAC policy memorandum 9-98 dtd 26 Mar 98

Encl: (1) ASN (RD&A) memo of 20 Mar 00

1. The revised DoN CPARS Guide provided by enclosure (1) is forwarded for immediate implementation. This guide supersedes the guide issued under reference (a). Use of the CPARS Automated Information System (AIS) is mandatory for DoN eligible contracts (\$1,000,000 and above). NAVFAC's threshold for preparation of CPARS is \$100,000.

2. Contract activities must register DoN eligible contracts in the CPARS AIS within 30 days of award. CPARS reporting metrics information for DoN eligible contracts is to be submitted to NAVFAC HQ (Code ACQ AQA) by the 10th of July, October, January and April of each year. NAVFAC HQ point of contact for submission of applications for EFD/EFA/PWC focal points is Mr. Columbus Key. Please submit applications via fax to Mr. Key at (202) 685-1569.

A handwritten signature in black ink, appearing to read "Michael F. Howard", is located below the text of the memorandum.

MICHAEL F. HOWARD
Director, Strategic Management
Community Management Section



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

MAR 20 2000

MEMORANDUM FOR PROGRAM EXECUTIVE OFFICERS
DIRECT REPORTING PROGRAM MANAGERS
COMMANDERS OF THE SYSTEMS COMMANDS

Subj: REVISED CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM
(CPARS) GUIDE

Ref: (a) ASN (RD&A) memo 2 Feb 98, Implementation of Contractor
Performance Assessment Reporting System (CPARS)

Encl: (1) Department of the Navy Contractor Performance
Assessment Reporting System Guide (January 2000)

The revised DoN CPARS Guide (enclosure (1)), is forwarded for immediate implementation. This guide supersedes the guide issued under reference (a).

Use of the CPARS Automated Information System (AIS) will ensure that CPARS reports are entered into the Navy CPARS database and will provide a centralized data repository of past performance information. CPARS AIS is a web-enabled application that can be accessed at www.cpars.navy.mil. Use of the CPARS AIS is mandatory for eligible contracts.

Since deployment of the automated system in April 1998 over 1300 CPARS reports have been completed and another 700 are in process. This represents over \$120 billion in contracting actions. CPARS reports provide past performance source selection information for all Services.

Compliance with CPARS reporting has improved. However, there are areas that need further improvement. If you have not initiated or completed CPARS reports for eligible contracts, I urge you to commence with CPARS reporting in accordance with this Guide.

The DoN CPARS Management Board (CMB) has replaced the DoN Past Performance IPT. The CMB serves as the coordinator of DoN past performance policy and has representatives from all the acquisition commands. If you have questions or comments on the guide, please direct them to your CMB representative. The CMB members are identified at www.cpars.navy.mil.


H. Lee Buchanan

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(CPARS) GUIDE

Copy to w/o enclosure:

[NOTE: The CPARS guide can be accessed at <http://www.cpars.navy.mil>
or <http://nslcptsmh.navsea.navy.mil/cpamenu.htm>]

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DASN(AIR)
DASN(SHIPS)
DASN(C4I)
DASN(MUW)
DASN(PPR)
DASN(TCS)
ARO
DACM
COM NAVICP
AGC(RDA)

NAVAIRSYSCOM	(AIR 2.0)
NAVFACENGCOM	(FAC ACQ)
NAVSEASYSYSCOM	(SEA 02)
NAVSUPSYSCOM	(SUP 02)
SPAWARSYSCOM	(SPAWAR 02)
MARCORLOGCOM	(MCLC CT)
DC/S I&L, HQMC	(LB)
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